



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE

101 FULLER ROAD SUITE 250

MERIDIAN MS 39309-5403

IN REPLY REFER TO:

COMTRAWINGONEINST 1301.1A

N3

14 Mar 00

COMTRAWING ONE INSTRUCTION 1301.1A

Subj: CHECK-IN/OUT PROCEDURES FOR STUDENT NAVAL AVIATORS

Ref: (a) BUPERSINST 1610.10

Encl: (1) Welcome Aboard Information

1. Purpose. To establish check-in/out procedures for student naval aviators (SNA's) assigned to Training Air Wing ONE (TW-1) during their transition between Intermediate and Advanced strike training and assignment to Fleet Replacement Squadrons.

2. Scope. This information pertains to all Training Squadrons and student naval aviators within TW-1 and establishes procedures for squadrons to regulate students in a pool status.

3. Cancellation. COMTRAWINGONEINST 1301.1

4. Background. Prior to intermediate and between intermediate and advanced training, SNA's were assigned to TW-1 in a pool status and were required to muster each morning. Movement between squadrons required students to check-in and check-out of TW-1 numerous times. This instruction sets forth guidelines for intermediate squadrons to retain students until the class convening date of their next phase of training resulting in more efficient class movement and the elimination of repetitive administrative procedures.

5. Action

a. All incoming SNA's completing primary training will report to TW-1 Student Control where they will be assigned a class number, given a check-in brief and given two days to complete their travel claim, CBQ check-in and PSD/CSD Meridian check-in. Once complete, students will report, by class, to their assigned squadron for indoctrination and training.

b. TW-1 Student Control shall:

(1) Enter all information on SIS/Locator Cards.

(2) Provide students with basic welcome aboard information and NAS Meridian Welcome Aboard Information.

(3) Provide the Intermediate squadron with a roster of prospective students names, class numbers, and class convening dates.

(4) Will act as liaison between NAS Meridian and the Training Squadrons to provide support to individual student control offices.

c. All students who complete intermediate training will transfer to VT-7 or TW-2, Kingsville, TX. SNA's transferring to TW-2 will receive their orders and coordinate their PCS transfer through PSD/CSD Meridian. Students transferred to VT-7 will await their class convening date as ordered by selection list published by TW-1 Student Control. Marine Students will coordinate their PCS transfers through the TW-1 Marine Liaison.

d. TW-1 will continue to provide administrative support to all Marine SNA's utilizing the Marine Liaison. However, no Operations/Student Control matters will be handled by the Marine Liaison.

e. International students will fall under the same guidelines as all U.S. students. The TW-1 International Military Student Officer (IMSO) will maintain close liaison with the squadron Student Control Officers and remain the point of contact for all matters involving International Students.

f. TW-1 Student Control will ensure "Not observed" FITREPS are completed on all newly winged aviators and in their possession upon their transfer.

6. Intermediate Squadron Responsibilities

a. Enclosure (1) is a sample Welcome Aboard brief for squadrons to give newly reporting students. Squadrons are encouraged to tailor contents to conform with squadron policy.

b. Retain completers in a pre-load status until the class convening date in VT-7 or the execution date of their orders to TW-2, Kingsville, TX.

c. Handle all administrative matters such as leave, personnel support, and promotions. Completed leave requests for Marine students shall be routed to the Marine Liaison in TW-1 Student Control for proper disposition.

d. Utilize student pre-loads to provide IWO (Integrity Watch Officer), SDO (Squadron Duty Officer), compass swing, and tour guides as directed by TW-1 Watchbill Coordinator or Student Control.

e. E2/C2 Graduate Students from Intermediate squadrons shall report to TW-1 upon graduation and remain attached until the execution date of their PCS orders.

f. Prepare a "Not-observed" FITREP for complete E2/C2 and Intermediate Strike students in accordance with Annex I of reference (a). Students who Drop on Request (DOR) or are attrited shall receive a PIM (Performance Information Memorandum) in accordance with Annex M of reference (a) for inclusion in their next fitness report before reporting to TW-1.

g. All attrite and DOR students shall report to TW-1 until final disposition.

h. Be responsible for final close-out of student ATJ's and transmittal to student's next duty station.

7. Advanced Squadron Responsibilities

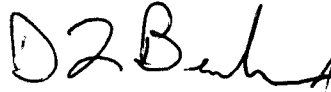
a. Newly winged students shall report to TW-1 Student Control Office upon graduation and remain attached until the execution date of their PCS orders.

b. Prepare a "Not-observed" FITREP for newly winged students in accordance with Annex I of reference (a). Students who DOR or are attrited shall receive a PIM (Performance Information Memorandum) in accordance with Annex M of reference (a) for inclusion in their next fitness report before reporting to TW-1.

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c. All attrite and DOR students shall report to TW-1 until final disposition.

d. Be responsible for final close-out and shipment of Student's ATJ.

A handwritten signature in black ink, appearing to read 'D L Bernhard', with a long, sweeping flourish extending from the end.

D. L. BERNHARD

Distribution:

COMTRAWINGONEINST 5216.4D

List I

List II, Case I

List III

Date: _____

MEMORANDUM

From: Operations Officer, Training Squadron _____
To: Pre-Intermediate Students

Subj: STUDENT CHECK-IN BRIEF

1. Welcome to TW-1. Congratulations on your assignment to the strike pipeline.

2. At 0700 on the Thursday prior to your start date, you are required to muster in the Training Air Wing ONE Conference Room for the Commodore's Welcome Aboard brief at 0715. Following this in-brief, you will begin your NAS Meridian Welcome Aboard.

3. On Friday the _____ at 0630, you are to report to the Simulator building for a Simulator Orientation Lecture and the remainder of your welcome aboard.

4. The following information is provided:

a. You are assigned to class number _____.

b. Your T-2C ground school will commence on _____.

c. The Safety Department will have your NATOPS Manual and Pocket Checklist. Additionally, you will need to provide a copy of your orders and medical upchit.

d. By _____ you will be responsible for checking into the Paraloft to schedule a fitting date.

5. Your point of contacts if you have any question are:
_____ ext. ____, _____ ext. ____ and
_____ ext. ____.

Enclosure (1)

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6. Mail. Each student is also responsible for changing his/her address after moving by completing two change of address cards either at the base post office or squadron administrative office.

7. Mustering Procedures. While attached to TW-1, you are required to muster at the base gymnasium on Monday, Wednesday and Friday at 0730 for PT, unless otherwise scheduled. A muster sheet will be provided for you to sign-in and update your recall. A RECALL NUMBER MUST BE PROVIDED. You are required to phone muster on Tuesday and Thursday between 0700-0900. THIS IS MANDATORY. If your recall number has changed, notify the person with whom you muster. Phone numbers are as follows: 679-2312/2317/2465/2706.

I. B. SALTY
LCDR USN